

# American Institute in Taiwan

VACANCY ANNOUNCEMENT NUMBER: 15-34-D

**OPEN TO:** All Interested Candidates

**POSITION:** Procurement Supervisor

**OPENING DATE:** November 27, 2015

**CLOSING DATE:** December 13, 2015

**WORK HOURS:** Full-time, 40 hours/week

**SALARY:** *Ordinarily Resident (OR):* FN-9 (Developmental Grade)  
*Not-Ordinarily Resident (NOR):* FP-5 step 1 (Developmental Grade)\*  
\*Final grade/step for NORs will be determined by Washington.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

American Institute in Taiwan is seeking eligible and qualified applicants for the position of Procurement Supervisor.

## **BASIC FUNCTION OF POSITION**

In an office of 6 LES employees, the incumbent is responsible for the administration, direction, and supervision of the total procurement operation for AIT. Duties include establishment of procedures, priorities, schedules, surveillance, and coordination of all procurement actions. Position is also responsible for contracting activities, assisting Contracting Officer to complete entire contracting procedure and maintain documentation as well.

## **QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Applicants applying for Vacancy Announcement Number 15-34 will be considered for Vacancy Announcement Number 15-34-D. Therefore, applicants need only apply for one of these two VAs to be considered.

**1. EDUCATION & EXPERIENCE:**

A. Bachelor's degree in Administration Management, Business, or Law; and  
5 years of progressively responsible experience in the procurement field, including purchasing, estimating, planning, cost/budgetary preparation and management; and  
1 year of supervisory experience

**OR**

B. 2 years study in college; and  
7 years of progressively responsible experience in the procurement field, including purchasing, estimating, planning, cost/budgetary preparation and management; and  
1 year of supervisory experience

**2. LANGUAGE:** Level IV (Fluent) English, i.e. TOEIC score equals to or above 855 points, and Level IV (Fluent) Mandarin Chinese are required.

**3. SKILLS AND ABILITIES:**

- (1) Possess skill and ability to perform and direct all procurement transactions to include identification of proper sources, analyzing requirements, evaluating estimates and ensuring the most cost effective, advantageous methods of procurement are utilized.
- (2) Possess the ability to prepare and/or interpret procurement requests for a large number of diverse items and set priorities.
- (3) Possess the ability to perform evaluation of contractor performance of both work-in-progress and work completed as well as the suitability and quality of items procured.
- (4) Possess skill and ability to direct and supervise four procurement clerks/specialists as well as manage, coordinate, and control a variety of diverse procurement actions, suppliers, and/or contractors at all grade levels and skills simultaneously.
- (5) Possess the ability to use tact and sound judgment when dealing with customers and public as well as carrying on a good working relationship with outside contacts.
- (6) Possess the initiative, resourcefulness, and decisiveness to work and act independently.
- (7) Possess Level I (Less than 40 WPM) typing skill and the ability to use all types of office machines to include computer operations.

**4. JOB KNOWLEDGE:** Possess considerable knowledge of the local market practices and the capability/reliability of local suppliers as well as local pricing customs and practices. Must be able to obtain a detailed knowledge of procurement regulations, instruction, policies and procedures as well as considerable knowledge of US Federal Specifications and Standards.

Candidates without US government procurement knowledge including completion of required trainings (i.e. Commercial Items and Contract Administration) will be staffed at developmental grade.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://www.ait.org.tw/en/job-opportunities.html>.

**SELECTION PROCESS:** When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

**HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a non-sensitive security clearance.

**HOW TO APPLY: Applicants must submit the following documents to be considered:**

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)
3. Non-Taiwan citizen candidates, except AIT family members, must provide a copy of Alien Residence Certificate.
4. Taiwan citizens, Third Country Nationals and non-native English Speaking American citizens must provide a copy of TOEIC official score report for Listening and Reading, which has been achieved within two years of submitting the job application. TOEIC score must be equal to or above 855 points. AIT does not accept any other scores as a substitution.

**IMPORTANT:** Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

**WHERE TO APPLY:**

Human Resources Office: Telephone Number: (02) 2162-2332

Mailing Address: 7, Lane 134, Hsin-Yi Road, Section 3, Taipei

E-mail Address: [TaipeiAIT-HRO@state.gov](mailto:TaipeiAIT-HRO@state.gov)

Please identify the position title you are applying for in the e-mail subject line.

If you are a U.S. Citizen Eligible Family Member, please include the word "USEFM" in the e-mail subject line.

You shall receive an auto-reply from the system, if your submission is successful.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix A - DEFINITIONS

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or

- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.